Guidelines for the
Technology Plan Grant Program

Indiana Department of Education

Guidelines on the
Tech Plan Grant Program
Round Two Group Six

As required by law the following guidelines were established.

A. Goals and Purposes of the Program

1. What are the goals of the Tech Plan Grant program?
The primary goal of the Tech Plan Grant program is to improve student academic achievement through the use of technology in high school core subject classrooms. It is designed to encourage the effective integration of technology resources and systems with professional development and curriculum development to promote research-based instructional methods that can be widely replicated.

2. What are the purposes of the program?
The purposes of the Tech Plan Grant program are to –

- Assist school corporations in implementing and supporting 1:1 computing at the high school level to improve student academic achievement.

- Encourage the establishment or expansion of 1:1 initiatives that are designed to increase access to technology.

- Assist school corporations in the improvement and maintenance of an effective educational technology infrastructure to support expanded access of technology to students and teachers.

- Support the development and use of electronic networks and other innovative methods, such as distance learning, to provide specialized or rigorous courses or curricula to high school students who would not otherwise have access to such information.

B. Grant Awards to Schools

1. On what basis does the Department award Tech Plan Grant funds to school corporations?
The Department awards Tech Plan Grant funds to schools by formula. The Technology Plan Grant funding schedule allows:
- $25,000 for school corporations with an ADM of 250 or less or only one school building;
- $35,000 for school corporations with an ADM of more than 250 but less than 500, and;
- $50,000 for school corporations with an ADM of more than 500 with an additional $25 for each ADM exceeding 500.

2. On what basis are schools chosen to participate in the Tech Plan Grant Program?
The Department of Education will prepare a list of schools each fiscal year before a new series of grants begin. This will list all school corporations in Indiana according to assessed valuation for property tax purposes per student in ADM, beginning with the school corporation having the lowest assessed valuation for property tax purposes per student in ADM. For purposes of the list made under this section, the Indiana School for the Blind and Visually Impaired established by IC 20-21-2-1 and the Indiana School for the Deaf established by IC 20-22-2-1 shall be considered to have the lowest assessed valuation for property tax purposes per student in ADM during the six (6) year period beginning July 1, 2001.

Each fiscal year the department shall develop a new group by continuing sequentially through the list beginning with the first qualifying school corporation on the list that was not placed in a group in the prior fiscal year.

3. What may the Tech Plan Grant funds be used to purchase?
A school corporation must use a grant received to implement all or part of the school corporation's technology plan by funding uses that promote 1:1 computing infrastructure, including the following [as per IC 20-20-13-18]:
1. Computers in classrooms.
2. Computers for teachers.
3. E-learning.
4. Wiring infrastructure to support 1:1 computing.
5. Technical support.
6. Wide area networks and local area networks necessary to support 1:1 computing.
7. Infrastructure software.
8. Assistive technology devices for students with disabilities in 1:1 computing environment.
9. Other uses of technology approved by the department of education.

4. Are there cost constraints on any of the equipment purchased with these funds?
The objective of the program is to provide 1:1 computing infrastructure while keeping costs at a minimum. The use of commodity-priced hardware and open source software plays a major role

in this effort. The cost allowances for this grant program for the 2007-09 biennium are as follows:

Item	Maximum cost
Computer (teacher or student unit)	$299 per unit
Monitors	$175 per unit
Workstation	$275 per unit
Operating System (OS) & management software	$10 per unit per year
Additional Software	$20 per unit per year

5. Must schools purchase a specific brand of hardware or use a specific vendor?
No. This is a cost-controlled model. Hardware and software may be purchased from any vendor. The cost allowances are based on commodity-priced hardware and open source software. School corporations have demonstrated that these concepts work. The hardware and software are functional in the classroom. Students and teachers are comfortable with the application software. The hardware is reliable and durable. Until more comparably-priced options are available, the Department believes that schools should carefully consider these guidelines.

6. Must schools purchase a specific operating system or use a specific vendor?
No. See response to question 5.

7. Are there Capital Project Fund requirements?
As required in IC 20-20-13-22, The school corporation's Capital Projects Fund (CPF) budget must include an expenditure for technology that is not less than the school corporation's average annual expenditure for technology from the capital projects fund in the six (6) budget years preceding the year of the grant. If the Indiana School for the Blind and Visually Impaired established by IC 20-21-2-1 or the Indiana School for the Deaf established by IC 20-22-2-1 receives a grant under sections 13 through 24 of this chapter, the school's expenditures for technology in the year of the grant must exceed the school's average annual expenditure for technology in the six (6) budget years preceding the year of the grant.

For each year that a school corporation fails to observe the CPF expenditure rule listed above, the school corporation forfeits a grant. The forfeiture of the grant must occur in the first grant year after the school corporation fails to observe the CPF expenditure.

8. Is there training available for Technology Directors?
Training sessions will be available throughout the year. A schedule can be found at http://www.doe.state.in.us/inaccess/training.html.

9. Is planning assistance available for schools?
Yes. In addition to group planning sessions, individual assistance will be available to help schools in planning, procurement, and implementation.

10. Is professional development available for teachers who will have inACCESS (Indiana Affordable Classroom Computers for Every Secondary Student) classrooms?
The Department of Education offers Professional Development through both face-to-face and online means in an effort to provide ongoing support and development. Outreach and resources are provided by Department of Education staff, contracted consultants, and practitioners in the field. Please contact our Teacher-in-Residence, **Mark Fuson** at 317-232-9108 or mfuson@doe.in.gov for English workshops or **Gary Bates** at 317-232-9182 or gbates@doe.in.gov for more general professional development..

C. Application Requirements

1. What must a school corporation do in order to receive its Technology Plan Grant allocation?
To receive a Tech Plan Grant, a school must submit the required application to the Department of Education.

2. When may a school submit its application for funds?
An application may be submitted after the new fiscal year list is posted to the website. Schools have until March 5, 2009 to submit their application.

3. Where is the application located?
The application is located online on the OLR website www.doe.state.in.us/olr . The application for Group Three schools is located at http://www.doe.state.in.us/olr/. The application for Group Six schools can be found at http://www.doe.state.in.us/olr/round2_group6.html

4. Can anyone submit the Technology Plan Grant Application?
No. A Corporation number and Personal Identification Number (PIN) are required to access the application.

5. Once approved can the application be amended?
Yes. Once an application is approved, the school may request an amendment to its application. A school official must make the change to the application and submit the changes for approval.

D. Use of Funds

1. How may a school use its Technology Plan Grant allocation?
The Technology Plan Grant funds are intended to align with the school district's technology plan with 90 percent (90%) of the Technology Plan Grant funds used for instructional hardware and infrastructure, including wiring, networks, and telecommunications access and services.

2. Can the funds be used for professional development or technology integration?
Yes. Up to ten percent (10%) of the funds may be used for purposes other than technology infrastructure. The funds may be used for other purposes allowable under IC 20-20-13-18.

3. Can all of the funds be used for infrastructure improvements?
The application for Technology Plan Grant funds must represent a "balanced" approach. The application should make it clear how the school intends to apply funds to promote and support classroom level 1:1 computing. This may require infrastructure improvements, but cannot be limited solely to infrastructure improvements.

4. Can the funds only be used for high school English/language arts classrooms?
The Department strongly recommends that school corporations begin by providing a computer for every student in every high school English class and, having accomplished that, work toward providing 1:1 access in other areas.

5. Can Technology Plan Grant money be used to purchase teacher computers that match the 1:1 classrooms so they work on what they may eventually have in their rooms?
Technology Plan Grant funds may be used to purchase teacher computers in classrooms, especially where 1:1 is being implemented. Technology Plan Grant funds may also be used to purchase computers for teachers not yet fully participating in 1:1, but consistent with the spirit of the legislation, there should an articulated plan to move to 1:1 in those classrooms.

E. Application Approval Process

1. How will the Department review Tech Plan Grant applications?
Once an application has been submitted to the DOE, the contact person will receive a response email with DOE contact information.

2. What is the timeframe for review and approval of an application?
The Department will review Tech Plan Grant applications within a week of submission. Applicants will be notified by email or phone if their application requires amendments or adjustments as per IC 20-20-13-15 to meet the guidelines.

A cover letter, grant agreement and final expenditure report will be sent to the superintendent within a week of approval. The contact person will be cc'd a copy of the cover letter.

F. Final Report Requirements

1. What are the final report requirements for Technology Plan Grant?
A school corporation must submit a final report by July 30, 2011 or within 30 days of the final expenditure of these funds. As per Indiana Code [IC 20-20-13-21], a school corporation that fails to make a report under this section is not eligible for a subsequent grant